



## Classified School Employee Teacher Credentialing Program Annual Data Reporting Guide

### Introduction

This guide and [instructional video](#) will review the annual data requirements, which is required to release the remaining 10% of the grant award. Once the annual data and summary narratives are complete, please notify the Classified Grants team at [ClassifiedGrants@ctc.ca.gov](mailto:ClassifiedGrants@ctc.ca.gov). The Classified Grants team will review the data and address any next steps to release the next round of grant funding.

The updated data collection implemented for the 2021 round of Classified Grant funding reflects the recommendations from the 2020 external evaluation report on the 2016 and 2017 Classified Grant Program to improve the effectiveness of future Classified Grant Programs.

The data collection sheet also reflects the legislative mandate and Commission reporting requirements to collect demographic information, participant progress and completion, and funding information to better understand how the program addresses local teacher shortages and diversifying the teaching workforce. This data sheet information will also address the sustainability of the Classified Grant program and support possible future rounds of grant funding.

Video Directions: At any point during this [instructional video](#), you can click the links below the video or scroll the bar below to access the video portion that addresses a specific tab.

### Instructions

The instructions tab includes a summary of instructions for each of the tabs, which are color coded for each corresponding tab.

- Each tab has information, recommendations, and /or resources to support the data collection.
- At the top of the instructions tab, you will see a table with specific information regarding the LEA's grant. You will not have to enter any data in this table. Any participants added under the "Program Enrollment" tab will show up in this table, including participants that are enrolled, completed the program, or exited early. Please just review this table to ensure correctness. If the grant lead changes, please contact the Classified Grants team, at [ClassifiedGrants@ctc.ca.gov](mailto:ClassifiedGrants@ctc.ca.gov).

The following section reviews each of the tabs' tips briefly. The guide then goes into more details within each tab:

- Annually review and update all the tabs. Only the instructions and budget tab do not require data- review them.
- Do not re-sort the rows as the data entered in the other tabs will not follow/line up with the participant.
- An optional [Google Form template](#) is provided to help collect demographic information. If interested, please contact the Classified Grants team, [ClassifiedGrants@ctc.ca.gov](mailto:ClassifiedGrants@ctc.ca.gov) for access to make a copy of this form and then edit it. DO NOT send this link directly to participants.
- Replacement Participant: If a participant finishes mid-year or exits the program, the program may add another qualified participant as a replacement. However, the program may not exceed at any time the allocated total number of program slots. Programs may use any unexpended funding that may be left from the participant who finished the program mid-year for the replacement participant, but no new or additional funding will be added in that same program year for a replacement participant. The replacement participant will be eligible the following program year for the full maximum \$4,800 per-participant annual state grant allocation.
- **Program Enrollment and Program Progress:** Annually complete this data for each participant.
- **Program Completion:** For participants who have completed or exited the program early, please complete the "Program Completion" tab. If the participant is in enrolled and in progress, leave the data blank.
- **Funding:** Update annually for each participant.
  - Budget Revisions: Movement across approved budget categories is allowed under 10% of the total budget. Anything over 10% needs Commission approval.
- **Budget:** This tab does not require ANY data entry. Only review for possible errors. Any adjustments must be made under the "funding" tab.
- **Summary Data:** Only question 1e may need to be answered (the cell automatically will highlight to indicate a response is required), the rest of the data is automatically calculated.
- **Summary Narrative:** Annually update questions 1-6.

Annually, once the annual data and summary narratives are updated, please email the Classified Grants team at [ClassifiedGrants@ctc.ca.gov](mailto:ClassifiedGrants@ctc.ca.gov) to notify the team. The Classified Grants team will review the data and address any next steps to release the next round of grant

## Program Enrollment

An optional [Google Form template](#) is provided to help collect demographic information. If interested, please contact the Classified Grants team, [ClassifiedGrants@ctc.ca.gov](mailto:ClassifiedGrants@ctc.ca.gov) for access to make a copy of this form and then edit it. DO NOT send this link directly to participants.

## Participant Program Information

### *Participant's Name*

For each participant enrolled in the program, include their last and first name. Do not include classified staff that are interested or have applied- only include classified participants that are accepted and enrolled in the grant program.

- The participants' names will automatically populate in the other tabs.
- Do not delete a participant that completes the program or exits early.
- Do not resort these rows, as the data in the other tabs will not resort and follow the participant.

### *Participant Employment*

Enter the participant's classified position at the time they applied to the grant program. Do not enter their position at the start of the program, as this may change to accommodate their participation in the program.

### *Program Start Date*

Enter the date the participant started the program. Enter this in the numbered month-date-year format with leading zeros (E.g., 01/02/2023).

### *Expected Completion Date*

Based on the participant's transcript analysis and academic plan created, estimate the month and year they will complete the program and earn a preliminary teaching credential. Enter this in the numbered month-year format with leading zeros (E.g., 01/2023).

### *Expected Years of Funding*

Based on the program start date and the estimated completion date, estimate the expected years of funding the participant will receive. This is also the same number of years the participant is expected to teach within in the LEA as part of their years of service.

### *Education Level*

Select from the drop-down menu to indicate the participant's education level at the *start* of the program.

### *Replacement Participant*

Select from the drop-down menu to indicate whether the participant enrolling in the program is replacing another participant that has completed the program or exited the program early. If a participant finishes mid-year and exits the program, the program may add another qualified participant as a replacement. However, the program may not exceed at any time the allocated total number of program slots. Programs may use any unexpended funding that may be left from the participant who finished the program mid-year for the replacement participant, but no new or additional funding will be added in that same program year for a replacement participant. The replacement participant will be eligible the following program year for the full maximum \$4,800 per-participant annual state grant allocation.

### *Pass Criminal Background Check*

Select from the dropdown menu to indicate whether participants passed a criminal background check. Note, participants must pass a criminal background check before participating in the

program- this can be whatever background check is required by the LEA. Note, Commission approved programs may require additional background checks beyond what's required at the LEA.

## **IHE and Credential Information**

### *IHE Partner- Community College*

Select the community college partner from the dropdown menu if the participant needs to complete their BA and is taking a course at a community college as part of their articulated BA coursework. The community college partner must be approved from the grant application. If this is not applicable, select "N/A".

### *IHE Partner- BA*

Select the BA partner from the dropdown menu if the participant needs to complete their BA and is taking a course at a community college as part of their articulated BA coursework. The BA partner must be approved from the grant application. If this is not applicable, select "N/A". If "N/A" is selected, the Degree Progress and Degree Completed columns in the "Program Progress" tab for that participant will automatically show "N/A."

### *IHE Partner- Credential Program*

Select the Commission approved partner from the dropdown menu that the participant is enrolled in. Leave this blank until the participant is enrolled in the credential program. The Commission approved partner must be approved from the grant application.

### *Credential Pursuing*

Select from the dropdown menu, to indicate the credential type the participant plans to pursue at the start of the program. This includes with or without bilingual authorization. Note, if this changes, this will be captured in the "Program Completion" tab.

### *Type of Credential Pathway*

Select from the dropdown menu the type of credential pathway the participant is enrolled in. Note, the traditional option refers to the traditional student teaching pathway.

## **Participant Demographic Information**

### *County of Employment*

Select from the dropdown menu to indicate the county the participant is employed with, not the county they reside in.

### *Gender Identification*

Select from the dropdown menu to indicate the participant's gender identity. This is self-identified by the participant.

### *Race/Ethnicity*

Select from the dropdown menu to indicate the participant's race/ethnicity. This is self-identified by the participant.

## **Program Progress**

Up to 2025-26 Academic Year

### *Participant's names*

This column will automatically populate from the program enrollment tab. Do not enter any data in this column.

- Do not re-sort these rows, as the data in the other tabs will not re-sort and follow the participant.

### *Years*

This tab is then separated by years of grant funding and labeled on the top row, for a maximum of 4 years, as grant fund must be expended by the 2025-26 academic year. The same type of data is collected across each funding year.

### *Academic year*

This column will show the academic year, or “not enrolled”. For each participant, across each year, select the year if they are enrolled, including if they finish or exit that academic year. “Not enrolled” applies to participants that are not enrolled that academic year, whether they did not start the program yet, or finished or exited the previous academic year(s).

- Note that if the participant is “Not enrolled” (regardless of the reason), do not enter any additional data for that academic year.

### *Replacement*

If the participant is entering the program this academic year, select “yes” from the drop-down menu, only for that academic year. If they are still enrolled the following academic year, select, “no,” as they are no longer considered a replacement candidate. Note that this has funding implications if they are replacing someone mid-academic year, as the participant can only be funded with the remainder of funds for the specific academic year, they replaced a participant.

### *Degree Progress*

Degree progress is defined locally by the LEA's grant application. Select from the drop-down menu to indicate whether the participant has made progress towards earning their BA. If the participant already has their BA at the start of the program, “N/A” will automatically populate from the “Program Enrollment” tab. Note that if participant completes their BA while in the program, N/A will not automatically populate the following academic year, and N/A will need to be selected.

### *Degree Completed*

If the participant is working on their BA, select from the drop-down menu to indicate whether the participant earned their BA that academic year, or not. Select N/A if the participant already has their BA. If the participant already has their BA at the start of the program, “N/A” will automatically populate. Note that if participant completes their BA while in the program, N/A will not automatically populate the following academic year, and N/A will need to be selected.

### *Credential Progress*

Credential progress is defined locally by the LEA's grant application. Select from the drop-down menu to indicate whether the participant has made progress towards earning their preliminary credential.

### *Credential Completed*

Select from the dropdown menu to indicate whether the participant earned their preliminary credential that academic year, or not. An intern credential does not count as a completion.

### *Employed Next Academic Year*

If a participant completes their preliminary credential, select from the drop-down menu to indicate whether they are employed as a teacher the following academic year (within the LEA). N/A will automatically populate if the participant did not complete their credential that academic year. An intern teacher position does not count.

### *Early Exit*

Select from the drop-down menu to indicate whether a participant exited a program early and did not earn their credential.

### *Notes*

This is an optional column to support any notes necessary for the grantee to track participants' progress.

## **Program Completion (or Early Exit)**

Fill out the program completion tab for participants that completed the program or exited early. The data may be left blank while participants are still in progress.

### **Program Summary**

#### *Participant's Name*

This column will automatically populate from the program enrollment tab. Do not enter any data in this column.

- Do not re-sort these rows, as the data in the other tabs will not re-sort and follow the participant.

#### *Program Start Date*

This will automatically populate from the program enrollment tab. Do not enter any data in this column.

#### *Final Program Completion Date*

If the participant earned their preliminary credential, enter the date earned. Enter this in the numbered month-date-year format with leading zeros (E.g., 01/02/2023).

#### *Years of Service*

Calculate the participant's years of service based on their start and completion date, which is also the number of years the participant received funding to participate in the grant program. Participants are then expected to teach these number of year(s) with the LEA.

#### *Early Exit Date*

If the participant exited early, enter the date. If this is not applicable, leave it blank. Enter this in the numbered month-date-year format with leading zeros (E.g., 01/02/2023).

#### *Early Exit Reason*

If the participant exited the program early, briefly describe the reason. If this is not applicable, leave it blank.

### **Preliminary Credential Status Information**

This section of the tab asks for data regarding the participant's preliminary credential status. If the participant exited early, or did not finish the program, leave this section blank.

#### *Credential Type*

Select from the drop-down menu the preliminary credential type the participant earned, with or without bilingual authorization. An intern credential does not count as a preliminary credential.

#### *Recommended for Preliminary credential*

Select from the drop-down menu to indicate whether the participant was recommended for their preliminary credential. An intern credential does not count as a preliminary credential.

#### *Preliminary Date*

Enter the date in the participant was recommended for their preliminary credential. Enter this in the numbered month-date-year format with leading zeros (E.g., 01/02/2023).

#### *Reason not Recommended*

If the participant completed the program, but they were not recommended to earn their preliminary credential, select the reason from the drop-down menu. If "other" is selected, briefly describe the reason in column K, "Explanation." If the participant was recommended, select, "N/A".

#### *Explanation*

If "other" was selected as a reason the participant was not recommended to earn their preliminary credential, briefly describe the reason. Otherwise, this may be left blank.

LEA/School Placement Information: This section of the tab asks for data regarding participant's employment status, after they earned their preliminary credential (an intern credential does not count). If the participant exited early, or did not finish the program, leave this section blank.

#### *Employed at LEA*

After completing the program and earning their preliminary credential (intern credential does not count as an earned credential), select from the drop-down menu to indicate whether the credentialed participant is employed within the LEA they completed the program with. If the participant is not employed with the LEA after completing the program, briefly describe the reason in column M.

### *Reason for LEA Change/Transfer*

If the credentialed participant is not employed within the LEA, briefly describe the reason they are not employed within the LEA and are not completing the required years of service. Then, skip/leave columns N through V blank for this participant.

If the participant is employed within the LEA, leave this blank.

### *Hire Date*

If the credentialed participant is employed within the LEA, enter the participant's hire date in the numbered month-date-year format with leading zeros (E.g., 01/02/2023).

### *LEA/School Placement Information (If Credential Earned)*

#### *School Site Name*

Enter the school site's name that the credentialed participant is teaching at.

#### *School CDS Code*

Enter the CDS code for the school site the participant is teaching at. If unsure what the CDS code is, use the [school directory from the CDE](#).

#### *Grade Level/ Subject Area*

Enter the credentialed participant's teaching assignment(s) to include the grade level(s) and subject area(s).

#### *Meets Teacher Shortage Needs of LEA*

The teacher shortage needs are locally defined by the LEA. Select from the drop-down menu to indicate whether the credentialed participant is filling the LEA's teacher-shortage need.

#### *School has high unduplicated count*

Select from the drop-down menu to indicate whether the participant is teaching at school site that has a high unduplicated public count (above or equal to 50% unduplicated students), as defined by Education Code 42238.02. If unsure, the unduplicated count can be found on the [CDE's website](#).

#### *Completed One year of Service*

Select from the drop-down menu to indicate whether the participant completed one year of service at the LEA. If they are in-progress, select "in-progress", as this may be updated later. If "in-progress", the cell then will automatically highlight in yellow as a reminder to follow up on their status.

#### *Completed Total Years of Service*

Select from the drop-down menu to indicate whether the participant completed all the required years of service based on the number of grant-funded years they participated in the program. If they are "in-progress," this may be updated later. If "in-progress," the cell then will automatically highlight in yellow as a reminder to follow up on their status.

#### *Other placement notes*

This is optional to help LEAs track their participants, as needed.



## Funding

- This tab tracks the annual funds spent per participant, per year. A maximum of \$4,800 may be spent per participant, per year.
- Only budget categories that were approved in the grant application will appear. Therefore, the data sheet customized to your LEA may look slightly different from the example in the video and sample data sheet that has all the budget categories listed.
- Participant's Name: This will automatically populate from the program enrollment tab. Do not enter any data in this column.
  - Do not re-sort these rows, as the data in the other tabs will not re-sort and follow the participant.
- Program Start Date: This will automatically populate from the program enrollment tab. Do not enter any data in this column.
- Final Program Completion Date: This will automatically populate from the program enrollment completion tab. Do not enter any data in this column.
- Replacement participant: If a participant is replacing another participant, regardless of the reason, the replacement column will highlight "yes" in red to serve as a reminder to ensure that the replacement participant only receives the remaining grant funds for that academic year. The spreadsheet will not automatically calculate this, therefore, carefully review what the previous participant was awarded to determine the remaining funds. The following academic year, they are no longer considered a replacement candidate.
  - If it is blank, this means the participant is not enrolled this academic year, and funds may not be spent on the participant.
- This tab also has cells that will automatically turn red if there's an error. For example, if more than 10% of the budget was allocated to administrative costs, those cells will highlight in red, as well as show "no" in the column analysis.
  - Also, if the grant amount for a participant exceeds \$4,800, the year total will turn red and show "no".
- Note some cells may show a division error because there aren't any participants listed, and we can't divide by zero. This should self-correct as data is entered.
- Funds may not be "pooled" to pull funds away from one participant to award a higher amount of funds to another participant. Grant funds may not exceed \$4,800 per participant.
  - For example, if a participant has financial aid that covers tuition that is in the grant budget, only *their* funds may be reallocated to another approved grant category. Those funds may not be "pooled" and transferred to another participant.
- Budget revisions: Movement across approved budget categories is allowed under 10% of the total budget. Anything over 10% needs Commission approval.

## Budget

- Do NOT enter any data here. This tab summarizes the funding information entered from the "funding" tab.

- Only budget categories that were approved in the grant application will appear. Therefore, the data sheet customized to your LEA may look slightly different from the example that has all the budget categories listed.
- This tab has cells that will automatically turn red if there's an error. If that is the case, do not address that error on this tab. Go back and review the "funding" tab. For example, if more than 10% of the budget was allocated to administrative costs, the analysis cell will highlight "No" in red.
- Note some cells may show a division error because there are not any participants listed, and we can't divide by zero. This should self-correct as data is entered.
- Budget revisions: Movement across approved budget categories is allowed under 10% of the total budget. Anything over 10% needs Commission approval and the cell will automatically highlight in red to show it *may* be above 10%. Make any necessary adjustments on the "funding" tab.
  - Note, this cell may also turn red before any expenditures are made (as \$0 expensed counts as a change), or if there's a significant difference between grant allocated spots and the actual number of participants. Use this cell as a precaution.
- Carryover of unused funds is not allowed. The budget disbursement for any fiscal year of the program will be adjusted to account for funds that have not been spent or encumbered in a prior fiscal year. The 90%/10% rows will automatically calculate this for the following year.

### Summary Data

- Most of this tab will auto calculate the data based on data entered in the "Program Enrollment", "Program Progress", and "Program Completion" tabs.
- Question 1e: If 1a and 1d do not match, the cell(s) in question 1e will automatically highlight. If it does, please enter a brief narrative explaining why the number of grant-allocated slots does not match the actual number of participants enrolled.
- Note that some cells may show a division error because there aren't any participants listed, and we can't divide by zero. This should self-correct as data is entered.
- There isn't any additional data to add, but this tab is helpful to review to support the annual reflection under the "Summary Narrative" tab.

### Summary Narrative

- Annually, reflect on the LEA's Classified Grant Program, and complete questions 1-6.
- It may be helpful to review the "Summary Data" tab.
- **Done?** Once the annual data and summary narratives are complete, please notify the Classified Grants team at [ClassifiedGrants@ctc.ca.gov](mailto:ClassifiedGrants@ctc.ca.gov). The Classified Grants team will review the data and address any next steps to release the next round of grant funding.